

Town of Bristol
Police Department
Bristol, New Hampshire

Request for Proposals-
Construction Management Services

The Town of Bristol (owner), New Hampshire is requesting proposals for Construction Management Services for the addition to and/or renovation(s) of their existing police station located at 230 Lake Street, Bristol and the Historic Town hall located on Summer Street. Proposals will be accepted until 2:00pm on Wednesday, October 24, 2007 and should be delivered to the Town Manager's office at 230 Lake Street, Bristol, New Hampshire 03222.

Submittal: It shall be the sole responsibility of the submitter to insure that the proposal reaches the stated office on time. Proposing firms may use any method of delivery, except facsimile, telephone, telegraphic or email proposals, which will not be accepted. The stated office will receive its regular mail delivery on the day of the proposal opening.

Proposals received after the deadline will not be considered and will be returned to the respondent unopened. It is the sole responsibility of each respondent to ensure that their submittals arrive at the specified location prior to the time and date specified.

Proposals must be clearly marked with the name of the project (Bristol Police Building Project) and the respondent's name.

Submit seven (7) copies of the proposal.

Proposals shall include a copy of AIA Document A305-Contractor's qualification statement.

All proposals will become the property of the Town of Bristol.

An authorized representative of the vendor shall sign the proposal. This signature shall represent the vendor's intent to comply with all the terms, conditions, and specifications set forth in this solicitation, unless specific exceptions are noted on the face of the qualifications.

The Town of Bristol reserves the right to reject any or all proposals, to waive any informalities or technicalities or to accept proposals deemed to be in the best interest of the Town of Bristol. All proposals that meet, exceed or are comparable to minimum specifications will be accepted for consideration.

Project: The Town of Bristol intends to contract with a Construction Manager for the purpose of managing site work and general construction of an addition to and/or renovation(s) to the current Town office building located at 230 Lake Street Bristol and the Old Historic Town Hall located on Summer Street in Bristol.

Requested Services: Provide construction management and general contractor services for the Town of Bristol during the pre-construction and construction phases of the above referenced project. The Construction manager shall be an individual or firm with the capability, experience and expertise to complete the construction of the project to the Town of Bristol's satisfaction while controlling costs and adhering to a schedule. The Construction Manager's Qualification Statement shall include a detailed work plan, which will describe the methods for completing the pre-construction and construction phases of the project and the relationship of the Construction Manager to the Town of Bristol, Architect and Sub-Contractors. Qualified applicants must be able to provide a performance and payment bond equal to the project value.

Project Architect: All inquiries regarding this Request for Proposals shall be addressed to:

Paul Mirski & Associates Architects
PO Box 190
Enfield, NH 03749

Phone-632-5555
Email pmirski@mindspring.com

Project Schedule: The following is a timeline for the more significant aspects of this project.

- Construction Manager's Proposals due to owner-2:00pm on October 24th, 2007
- Development of short list of Construction manager's to be interviewed-October 26, 2007
- Interviews-October 29,30,31 2007
- Ratified by Selectboard November 1, 2007
- Establish Cost of Construction December 19, 2007
- Present project to Selectboard December 20, 2007
- Present project to Budget Committee January 7, 2007
- Bond Hearing January 2007
- Present project for vote at town meeting-March 2008
- Intended construction start-May 2008

Required Submittal Information:

Please provide the following information in a clear and concise manner so as to provide the Town of Bristol with an understanding of the Construction Manager's ability to undertake and complete the proposed project in a thorough and timely manner:

- AIA Document A305, Contractor's Qualifications Statement

- Agreement-The Proposed form of agreement between Owner and the Construction Manager is AIA Document A121/CMc-2003 together with AIA Document A201-1997 as the General Conditions. Using those documents, please indicate the following:
 - Any exceptions to, or modifications of, those documents that you propose.
 - Fill in the following portions of the A121/CMc document and submit a signed copy with your proposal:
 - CM's name and address on cover sheet
 - Article 4-Compensation and Payments for pre construction phase services
 - Article 5-Compensation for construction phase services
- Summary Questionnaire-please respond to the attached questionnaire.
- General Conditions-attach a schedule detailing all general conditions items. The schedule should include the following items:
 - Supervision and project management:
 - All field supervision
 - All project management
 - All scheduling
 - All technical, electronic data processing and information technology personnel
 - Engineering
 - All primary control and survey services
 - All field engineering
 - Site Office
 - Office space
 - Office equipment and expendables
 - Storage sheds and other temporary enclosures
 - Temporary utilities
 - Office operation
 - Vehicles
 - Project close-out
 - Job Site Safety and Security
 - Protection of existing property and repair of damage
 - Safety inspections
- Provide a concise description of your firm including the professional services typically provided. Describe your typical CM/GC management approach.
- Staffing-submit a proposed project organization chart showing the positions and individuals you propose as the full-time, site based supervisory/administrative staff on the project. List the individuals who are home office based who will provide the preconstruction services and support the on-site project team during the construction phase. Include resume information concerning the key individuals to be assigned to this project. Names, titles, job descriptions, professional training functional

role, professional licenses and/or associations of individuals, shall be included.

- Provide examples of control systems you propose to use in the execution of this project:
 - Cost control
 - Schedule control
 - Quality control
- Provide current and anticipated workload. Describe your current workload and expectations in coordinating your current projects, anticipated projects and this project.
- Provide brief project description and histories that delineate your ability on projects of similar size and scope to this project.
- Provide proof of bonding capacity for this project. Indicate the cost of providing 100% Payment and performance bond for this project.
- Provide proof of insurance to include current coverage for:
 - Commercial General Liability
 - \$1 million single limit on an occurrence and aggregate basis claim.
 - \$5 million umbrella liability in the aggregate
 - Comprehensive Automobile Liability insurance
 - Statutory Worker's Compensation Insurance
- Litigation and Claims Resolution-Describe briefly, but clearly, all litigation and arbitration in which your firm is currently involved or in which your firm has been involved anytime since January 2005. Describe your approach to claims review and resolution.
- Safety-Indicate your current workers compensation experience modification rate.
- Provide any other material necessary to provide the information to delineate your qualifications for evaluation.

Division of Responsibilities-

The Town of Bristol's responsibilities include:

- Determining the goals and requirements for the project and clearly communicating them to all members of the project team.
- Financing the project, including establishing the overall budget.
- Directing the Architect and Construction manager
- Providing information as requested by the Architect and construction manager.
- Scheduling any neighborhood meetings including facilitating public notices and mailings.
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The Architect's responsibilities include:

- Assisting the Town in determining the project goals and requirements.
- Developing the project schematics, structural, mechanical, electrical and architectural designs.

- Contracting with and coordinating the architects consultants
- Developing bid and construction documents
- Ensuring regulatory and code compliance
- Working with the construction manager to estimate construction costs.
- Assisting the construction manager with bidding and negotiations
- Reviewing shop drawings and other submittals
- Coordinating with the Construction manager to administer the contract for construction.

The Construction Manager's responsibilities include:

- Assisting the Town and the Architect in determining the needs for the project during the design phase and providing expertise regarding value engineering and constructability.
- Acting as the General Contractor under the direction of the Town with all responsibilities and duties associated with being the General Contractor.
- Preparing, estimating and scheduling data during the design phase. The committee expects the CM to work closely as a team member with the architect during the design phase providing ongoing estimating support and recommendations and preparing complete estimates at the end of the Schematic phase and at the end of the design development phase or when the team deems it most appropriate and useful.
- Developing a critical path schedule/time line for all the components of the project and maintaining this schedule.
- Advising the Town and the Architect during the bidding process and managing negotiations with subcontractors.
- Obtaining permits and inspections from public agencies.
- Contracting with sub-contractors, installers and suppliers
- Preparation of shop drawings and other documents necessary to accomplish the work.
- Providing daily on site representation to direct and coordinate the work and to provide the means and methods of construction.
- Providing project management to ensure the timeliness and quality of the work and to maintain the different project schedules.
- Preparing monthly project reports, quality control and assurance reports, regularly updated schedules, claims prevention and resolution reporting and weekly status reports.
- Fulfilling the requirements of the construction documents
- Assuming responsibility for job-site safety.
- Guaranteeing the work and correcting deficiencies covered by the guarantee.

Available information:

Existing Site Plan Available upon request by email: Paul Mirski
pmirski@mindspring.com

Site visit

Wednesday October 19th at 10am-meet at current town office building 230 lake Street Bristol

Selection Process: The police building committee will review all properly submitted proposals. A short list of Construction Managers will be developed and invited to participate in oral interviews.

Final Selection: Final Selection will not be based solely on the fee proposal, although fee amounts will be duly considered, and the selected Construction Manager may not be the lowest bidder. This solicitation does not commit the Town of Bristol to any costs incurred in the preparation, presentation or return of submittals, or to the selection of any applicant who responds.

End of Request for Proposal.